

27 February 1970

MEMORANDUM FOR: Historical Officers and Writers in the
CIA Historical Program

SUBJECT : Style Manual

DATE : 27 February 1970

1. The attached Style Manual has been prepared by the CIA Historical Staff to establish a common format for histories of the Agency and its components.

2. I recognize the fact that there will always be some variation in style among the many histories being written in the Agency program -- a reflection of the great diversity among the components themselves. I am sure you will agree, however, that it is desirable that Agency histories employ a common format to the extent possible. New covers in the official Agency format have been printed and are now available for use. Standardization in presentation -- documentation, footnoting, and page layout -- will further enhance the final product of our efforts.

3. Histories that are near completion need not, of course, be revised to conform to the new format; histories in draft form should be reviewed to assess the feasibility of adopting the new format; and histories in the early stages of preparation should conform with the Style Manual. Any problems that arise in this connection should be referred to the Senior Editor of the Historical Staff, Dr. [REDACTED] a [REDACTED], Room 203 Key Building, Extension 2621. I hope that you will find this guide helpful in your work.

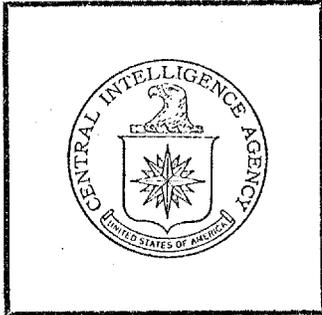
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Chief, CIA Historical Staff

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CIA Historical Staff
Style Manual

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February 1970

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Foreword

Writers of history in the Central Intelligence Agency, many of whom are senior officers with distinguished but widely varying careers, have one task in common: to write clearly and effectively their part of the total history of the Agency. It is the purpose of this manual to provide the minimum essentials of style and a common format for their use. An author or editor may look in vain for the subtleties of style and usage that he had hoped to see defined and reduced to a regulation; on the other hand, a man of action, returning to the scholarly procedures of research and documentation after a career of other activities, may well chafe at the prospect of manipulating *op. cit.*'s and *loc. cit.*'s. This manual is not intended to be his straitjacket but his guide; its rules may be broken for almost any reason except negligence. Once the writer has broken a rule, however, he has in effect written a *new* rule, which he is under obligation to follow consistently.

This manual is not a treatise on how to write history. The neophyte historian who is in need of inspiration and guidance on how to "get started" could do no better than read the stimulating handbook by Sherman Kent on *Writing History* (2nd ed, Appleton Century Crofts, N.Y., 1967). The conscientious writer will want to have at hand H.W. Fowler's delightful and authoritative *A Dictionary of Modern English Usage* (2nd ed, Oxford, 1965). Editors and Historical Officers who wish to pursue the technicalities of style beyond the scope of this manual are directed to the following general reference works: *The MLA Style Sheet* (rev ed, Modern Language Association, N.Y., 1969), *A Manual of Style* (12th ed, The University of Chicago Press, Chicago, 1969), and *United States Government Printing Office Style Manual* (rev ed, Washington, 1967).

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